



Driving Instructor Certification Application

Registry of Motor Vehicles
Driver Licensing
P.O. Box 55889
Boston, MA 02205-5889



Important: This application must be typed or printed in ink, signed and dated. An incomplete application will be returned. Applicants must have a current, valid driver's license. False statements are punishable under M.G.L. chapter 90 section 24.

Fee - \$25 (Public High School Instructors exempt)

☐ Initial Application ☐ Renewal Application

Check Appropriate Certificate Type

☐ Professional Driving School Instructor ☐ Public High School Driving Instructor
☐ CDL Driving School Instructor ☐ Driver Skills Development Program Instructor

Name: _____ DOB: _____

License #: _____ SS#: _____ Tel #: _____

Residential Address: _____

City/Town: _____ State: _____ Zip Code: _____

Mailing Address (if different from above):

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Employer Information:

School Name: _____ Telephone No: _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Have you been charged or convicted of any crime, including motor vehicle violations? Yes _____ No _____

If yes, provide details: _____

Applicant's Signature: _____ **Date:** _____

(SEE REVERSE FOR ADDITIONAL REQUIRED DOCUMENTATION)

(FOR OFFICE USE ONLY)

Check #: _____ Approved by: _____ Issued: _____ Mailed: _____

ADDITIONAL REQUIRED DOCUMENTATION

The following documentation must be provided or your application will not be processed

Initial Application

All Applicants

☐ If you are not a Massachusetts resident or have relocated into the state, you must provide the following:

1. Photocopy of your out-of-state driver's license.
2. Original or certified copy of your criminal history background from your home or previous state of residence no more than 30 days old from the date of issue.
3. Original or certified driving record from your home or previous state of residence no more than 30 days old from the date of issue.

☐ Documentation of High School Diploma (or equivalent).

If you are a Professional Driving School Instructor, please provide:

☐ Documentation of successful completion of a 65 hour Driving Instructor Training Course.

If you are a Public High School Driving Instructor, please provide:

☐ Documentation of successful completion of a 65 hour Driving Instructor Training Course.

☐ Documentation from high school or school committee on official letterhead confirming employment as a driving instructor.

If you are a CDL Driving School Instructor, please provide:

☐ Documentation of successful completion of a 65 hour Driving Instructor Training Course.

☐ Documentation of Dept. of Education authorization.

If you are a Driver Skills Development Program Instructor, please provide:

☐ Documentation of 1-year instructor experience at existing DSDP.

☐ Documentation of 1-year instructor experience at existing PDS and documentation of acquired skills necessary to instruct a DSDP.

☐ Documentation of successful completion of a DSDP Instructor Training Course.

Renewal Application

All Applicants

☐ If you are not a Massachusetts resident you must provide the following:

1. Photocopy of your out-of-state driver's license.
2. Original or certified copy of your criminal history background from your home or previous residence no more than 30 days old from the date of issue.
3. Original or certified driving record from your home or previous residence no more than 30 days old from the date of issue.

If you are a Public High School Driving Instructor, please provide:

☐ Documentation from high school or school committee on official letterhead confirming employment as a driving instructor.